



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

Canc frp: Jan 17

USNANOTE 5215  
28/AO  
19 Jan 2016

USNA NOTICE 5215

From: Superintendent, United States Naval Academy

Subj: EFFECTIVE UNITED STATES NAVAL ACADEMY INSTRUCTIONS

Ref: (a) USNAINST 5215.2J  
(b) USNAINST 5216.1P  
(c) SECNAV M-5210.1

Encl: (1) List of Effective Naval Academy Instructions

1. Purpose

a. Per reference (a), issue a numerical list of effective United States Naval Academy (USNA) instructions.

b. Review, revise, incorporate, or cancel USNA instructions.

2. Cancellation. USNANOTE 5215 dated 13 Nov 2012.

3. Action

a. Enclosure (1) lists USNA instructions in effect. Instructions in draft form are not effective until signed, dated, and posted on the USNA website. The point of contact is the Flag Secretary, x31503.

b. Originating offices, listed in enclosure (1), shall:

(1) Review respective directives for which assigned responsibility.

(2) Cost Centers shall submit a report indicating a review has been completed of all respective instructions under Cost Center responsibility and the status of these directives to the Flag Secretary at madonia@usna.edu within 60 days of the

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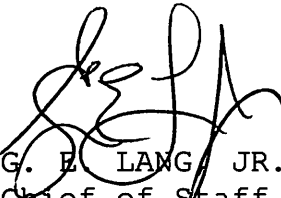
date of this notice. The report should indicate which directives require cancellation or update, and a timeline for projected update. Directives older than five years old shall be revised as necessary and submitted for signature.

(3) Submit revised directives with coordination chops to Larson Hall, per reference (b).

(4) If the assigned responsibility for a directive is incorrect, contact the Flag Secretary.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per reference (c).

5. Cancellation Contingency. This notice is in effect for one year or until it is superseded by another notice, whichever occurs first.



G. E. LANG, JR.  
Chief of Staff

Distribution:  
All Non Mids (electronically)

LIST OF EFFECTIVE NAVAL ACADEMY INSTRUCTIONS

1000-1999

Serial Number	Date	Subject	Originator
1000.1G	Sep 30, 2011	The U.S. Naval Academy Band	Comdt
1020.6A	Aug 5, 2015	Standards and Policies for the Proper Wear of the U.S. Naval Academy Ball Cap with the Navy Working Uniform	CMC
1050.1	Aug 7, 2014	Leave and Liberty for Navy Military Personnel	MilPers
1050.2	Apr 27, 2015	Procedures and Instructions for Victims of Sexual Assault to Request Leave of Absence	Comdt
1100.1	Jun 26, 2006	Policy and Procedures for Candidate Guidance Contingency Fund	Dean of Admissions
1301.4	Mar 20, 2007	Assignment, Distribution and Management of U.S. Naval Academy Temporary Assigned Duty Navy Ensigns and U.S. Marine Corps 2nd LTs	Comdt
1301.5G	Aug 26, 2015	Midshipmen Service Assignment	Pro Dev

1500.3	Jul 13, 1993	Orientation Program for Newly Reported Military and Civilian Personnel	AcDean & Provost
1500.4	Mar 31, 1998	U.S. Naval Academy Sail Training Programs	Dir, NA Sailing
1520.2AA	Aug 6, 2014	Graduate Education Programs for Midshipmen	Grad Ed Prog Mgr
1520.5	Jan 7, 2010	Continuation of Permanent Military Professors	AcDean and Provost
1530.1B	Apr 3, 2008	USNA Midshipman Summer Training Program	Pro Dev
1531.3	Jul 25, 2014	International Military Semester Exchange Program	Comdt
1531.33F	Oct 31, 2008	Midshipman Academic Performance Reports	Ac Dean & Provost
1531.34C	Sep 27, 2011	Service Academy Exchange Program	Comdt
1531.37B	Apr 7, 1992	The Captain Marshall H. Cox & A. H. Graubart Language Study Programs	Dir, Hum/SS
1531.46C	May 13, 2010	Procedures Governing Assignment to the Reserve Naval Academy Information Program	Dean of Admissions

1531.47C	Aug 21, 2001	Premedical/Predental Advising &, Section for Medical/Dental Corps	AcDean & Provost
1531.48B	Feb 1, 2010	Program of Support Between United States Naval Academy Classes that Span 50 Years, "A Link In The Chain"	Comdt
1531.49B	May 9, 2008	Graduation and Degree Requirements	AcDean & Provost
1531.51A CH-1	Mar 25, 1996	Class Standings and Merit Lists	AcDean & Provost
1531.53B CH-1	Jan 5, 2009	Policies Concerning Graded Academic Work	AcDean & Provost
1531.56A	Jul 21, 2015	Naval Academy Preparatory School Guidance	Dean of Admissions
1531.57	Oct 28, 2013	Updating and Maintenance of USNA Viewbook	PAO
1552.3E	Jun 5, 2012	Policy and Procedures for Selection and Procurement of Midshipmen Textbooks	NABSD
1560.3G	Sep 4, 2014	Voluntary Graduate Education Program	Grad Ed Prog Mgr
1601.1A	Jan 21, 2015	Naval Academy Duty Officers (NADO)	COS
1610.3J	Apr 28, 2015	Brigade Honor Program	Comdt
1610.4B CH-1	Apr 3, 2014	Honor Remediation Program	Char Dev

1610.5A CH-2	Feb 3, 2012	Delegation of Reporting Senior Authority to Fitness and Evaluation Reports	MilPers
1610.6	Jun 19, 2012	U.S. Naval Academy Midshipmen Disenrollment Procedures for Cases Involving Unsatisfactory Conduct	SJA
1611.7J	Sep 5, 2013	Fitness Evaluation and Effectiveness Reports for U.S. Marine Corps, U.S. Army, and U. S. Air Force Officers Attached the Naval Academy	MilPers
1650.1	Apr 6, 2015	The Class of 1958 Admiral Charles R. Larson Ethical Leadership Excellence Award	Stockdale Center
1650.4C	Jun 16, 2010	Naval Academy Information Program Awards	Dean of Admissions
1650.5B CH-1	Sep 17, 2007	Naval Academy Awards Board	MilPers
1650.5C	Nov 18, 2015	USNAINST 1650.5C Military Awards Guidance	MilPers
1650.6A	Oct 9, 2013	U.S. Naval Academy Alumni Association Award	Comdt

1650.7A	Sep 23, 2015	United States Naval Academy Bancroft Award for Exceptional Leadership Achievement	Supt
1700.10	Sep 21, 2006	United States Naval Academy Sailor Of The Year Program	CMC
1700.8A	Jan 5, 2011	Senior Sailor of the Quarter, Junior Sailor of the Quarter/Year, and Bluejacket of the Quarter/Year Program	CMC
1700.9A	Nov 7, 1995	Regulations Concerning Recreational Activities	Sec Ofcr
1710.19	Sep 26, 2011	Annapolis Area First Class Petty Officer Association	CMC
1730.2E	Jul 27, 2011	Naval Academy Chapel Advisory Councils	Command Chapel
1730.3A	Nov 29, 2007	Naval Academy Chapel Weddings	Command Chapel
1734.1C	Mar 20, 2012	Midshipmen Development Center	MDC
1741.2F	Sep 21, 2011	Commercial Solicitation Controls	MFA
1746.1A CH-1	Mar 19, 2010	Policy for Food Services Provided by the Midshipmen Food Service Division	MFSD
1752.1B	Feb 20, 2001	Family Advocacy Program	Dir, FFSC

1752.2G	Jun 4, 2015	Sexual Assault Prevention and Response Program	SAPR
1770.1A	Feb 29, 2012	Casualty Assistance Calls/Funeral Honors Support Sub-Area Coordinator	COS

2000-2999

2000.1E	Oct 13, 2006	Telecommunications Policy	ITSD
2100.3C	Aug 7, 2013	General Instructions Governing Procedures for Message Handling	ITSD
2100.4	Feb 25, 2010	Naval Academy Policy and Procedures on Issuance, Use and Management of Government-Owned Cellular Phones, Personal Digital Assistants and Calling Cards	ITSD
2210.1C	Mar 23, 2011	Secure Telephone Equipment Terminal	ITSD
2280.1B	Apr 20, 2012	Handling and Safeguarding Communications Security Material	ITSD
2400.1	Nov 14, 2006	Electromagnetic Spectrum Policy and Management	ITSD

3000-3999

3100.1A	Sep 20, 2006	Special Incident Reporting (OPREP-3 and Unit SITREP) Procedures	ITSD
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3120.1C	Oct 24, 2008	Naval Academy Yard Patrol Craft	Pro Dev
3120.2	Jun 8, 1990	Use of Naval Academy Sail Training Vessels	Dir, Sailing
3128.2J	Aug 12, 2014	Ship Visits to the U.S. Naval Academy	Pro Dev
3172.1A	Dec 2, 2013	Embarkation in Service Craft	Pro Dev
3432.1	Mar 23, 2015	Operations Security	PAO
3500.2B	Jan 19, 1995	Officer-in- Charge, U.S. Naval Academy Sail Training Craft	Dir, Sailing
3900.2B	Oct 9, 2013	United States Naval Academy Human Research Protection Program and Department of the Navy Assurance	AcDean & Provost

4000-4999

4001.2K	Jun 18, 2014	Administration of the Naval Academy Gift and Museum Fund Program	Dep Finance
4001.3C	Mar 13, 2007	Career Information Program Funds	Pro Dev
4001.4	Aug 16, 1994	U.S. Naval Academy Athletic Event Official Pass and Complimentary Ticket Policy	SJA
4001.5B	Aug 5, 2013	Acceptance of Gifts to the United States Naval Academy	Dep Finance
4002.2C	Aug 17, 2004	Loan of Naval	Dir, Museum

4002.2C	Aug 17, 2004	Loan of Naval Academy Museum Historic Property	Dir, Museum
4050.1B	Sep 2, 2011	Shipment of Personal Effects of Midshipmen Pending Separation	Supply Personal Property
4061.5	Sep 11, 2008	Food Safety Training Program	Naval Health Clinic, Annapolis
4200.1	Jul 27, 2009	Accountability for Proper Use of Government Purchase Card	Dep Finance
4520.1A	Apr 12, 2012	Policy for Activating and Terminating the Charter of Vessels and Sail Training Craft Donated to Naval Academy Sailing Foundation	Pro Dev
4650.1	May 3, 2010	Government Travel Charge Card Management - Individually Billed Accounts	Dep Finance
4651.2G	Aug 26, 2011	Policies and Procedures for Travelers Performing Official Government Travel in the Defense Travel System	Dep Finance

4651.5B	Aug 11, 1982	Entitlement to Travel and Transportation Allowances for Civilian Employees Upon Appointment or Transfer	Dir, HRD/EMP Div
4780.1C	Aug 5, 2008	Responsibilities for Service Craft and Boat Accounting Report	Pro Dev
4860.5A	Mar 3, 2000	Commercial Activities Program	NABSD

5000-5999

5050.3A	Jul 30, 1993	Policy and Procedures Concerning Scheduling of Conference Involving Expenditure of Navy TAD Funds	Admin Officer
5060.5G	Apr 6, 2015	Honorary Title of Emeritus	AcDean & Provost
5060.7A	Feb 26, 2013	Distinguished Graduate Award Medal Committee	Admin Officer
5060.8D	Jun 13, 2014	Memorials and Commemorative Works	COS
5060.9	Jan 9, 2014	Commissioning Week Planning Committee Duties and Responsibilities	Special Events
5100.13C	Apr 17, 2003	Laser Safety Program	Safety
5104.1	Sep 23, 2008	Radiation Health Program	Naval Health Clinic, Annapolis
5104.2	Mar 30, 2014	Radiation Safety Program	Dir, Eng & Wpns

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5141.1	May 12, 2015	U.S. Naval Academy Musical Activities	Dir, MSC
5160.71	Jun 4, 2014	U.S. Naval Academy Defense Language Proficiency Testing Program	Dir, Hum/SS
5200.4C	Nov 19, 2013	Management Controls	IG
5200.5B	Dec 16, 2009	Command Evaluation Program	IG
5200.7A	Dec 22, 2014	The Office of Special Events	Special Events
5211.3C	Oct 26, 2015	United States Naval Academy Privacy Program	Admin Officer
5213.2F CH-1	Apr 21, 2008	Forms Management Program	Admin Officer
5215.2J	Oct 16, 2013	Management and Control of United States Naval Academy Directives System	Admin Officer
5216.1P	Sep 17, 2015	Local Supplement to Department of the Navy Correspondence Manual	COS
5218.3E	Jul 22, 2004	Naval Academy Official Mail Management	NDW
5230.1A	Sep 24, 2014	Information Technology Policy and Standards	ITSD
5231.1C	Jul 25, 2014	Information Technology Life Cycle Management Policy	ITSD
5290.1B	Jun 19, 2001	Audiovisual Support Services	Dir, MSC
5290.2D	Apr 30, 2013	Photographic Services	PAO
5310.3	Nov 29, 1990	Efficiency Review Policy and Procedures	Dir, HRD
5350.2C	Dec 2, 2013	Urinalysis Testing Program	MilPers
5350.3	Dec 14, 1993	Navy Drug and Alcohol Advisory Council	COS

5350.5A	Aug 9, 2011	Standards and Policy for Responsible Use of Alcohol	COS
5350.6	Jan 15, 2014	Use of Hand-Held Alcohol Detection Devices	SJA
5350.6A	Oct 7, 2015	Alcohol Detection Device Program	CMC
5354.1A	Feb 9, 2009	Command Managed Equal Opportunity Program	CME0
5354.5C	Jun 23, 2011	Prevention and Deterrence of Sexual Harassment, Misconduct & Assault	SAPR
5360.2E	May 17, 2010	U.S. Naval Academy Funerals and Conduct of Full Honors Funerals	Command Chapel
5370.5C	Dec 16, 2009	Hotline Program	IG
5370.6A	Jan 9, 2014	Mandatory Ethics Training	SJA
5370.7	Oct 1, 2007	Fraternization Policy	SAPR
5400.6	Jun 5, 2007	Physical Mission Policies and Procedures Manual	SAPR
5420.23E	Sep 29, 2014	Naval Academy Program in Creative and Fine Arts	NABSD
5420.24G	Jan 5, 2010	Policy and Procedures Governing the Academic Board	Dean of Admissions
5420.33B	Jul 7, 2014	Faculty-Senate	AcDean
5420.36A	Aug 24, 2015	Responsibilities and Duties of the Academy Effectiveness Board	Supt
5420.38	Aug 21, 2012	United States Naval Academy Leadership Excellence Council	Stockdale Center
5450.14A	Dec 4, 1997	Policy Concerning NE203 Instructors	Pro Dev

5450.3F CH-2	Mar 22, 1996	Naval Academy Organization and Management Manual	COS
5450.6E	Sep 20, 2004	Duties and Responsibilities of the Naval Academy Archivist	Archivist
5500.4C	Sep 21, 2011	Security Procedures and Protection of Public Funds, Disbursing Records and Other Disbursing Material	Midn Supply
5510.1G	Aug 21, 2008	Security Measures for Safeguarding Subcritical Reactor	Dir, Engr & Wpns
5510.8B	Jun 10, 2013	Information and Personnel Security Program	Asst Sec Mgr
5512.5D	Feb 11, 2004	Name Tags	MilPers
5530.3	Apr 22, 1992	Key & Lock Control Plan	NSA, Annapolis
5600.6D	Nov 6, 1997	Naval Academy Reprographics Management Program	Admin Officer
5600.7	Feb 19, 2010	Photocopy Equipment	ITSD
5600.8	Apr 23, 2010	Naval Academy Printing and Publications Instruction	PAO
5605.1Q	Mar 4, 2003	Standard Distribution Lists	Admin Officer
5710.1	Jan 4, 2011	Oversight and Coordination of Four-Year International Students at the United States Naval Academy	IPO
5720.16 CH-2	Dec 22, 1988	Use of Naval Academy Facilities and Equipment by Non-Naval Academy Groups, Organizations and Agencies (Federal and Non-Federal)	SJA

5720.1N	Oct 5, 2009	Operation Information	Dean of Admissions
5720.3F	Oct 24, 2011	Public Affairs Instruction	PAO
5720.5C	Apr 13, 2015	Freedom of Information Act Program	Admin Officer
5721.1C	Jul 21, 2015	Forrestal Lecture Series	Supt
5721.2A	Feb 17, 1987	Policy Concerning Visiting Speakers	Supt
5750.1D	Sep 9, 2004	Command History of the U.S. Naval Academy	Archivist
5800.2B	Sep 6, 2011	Inspections, Searches, and Seizures	SJA
5812.1A	Nov 16, 2012	Nonjudicial Punishment Procedures	SJA
5820.2B	Apr 26, 2011	Authorization for Circulation of Petitions	SJA
5821.2C	May 16, 1983	Instructions Regarding the Entrance of Civil Police Officers into the Areas Under the Jurisdiction of the Superintendent, U.S. Naval Academy	SJA
5870.1	Jan 3, 1984	Use of Copyrighted Material	SJA

6000-6999

6100	May 7, 2014	Civilian Fitness Program	Dir, HRD
6130.1A	Sep 11, 2008	Processing of Midshipmen Medical Evaluation Boards	Naval Health Clinic, Annapolis
6200.2B	Nov 29, 2004	United States Naval Academy Smoking and Smokeless Tobacco Use Policy	Naval Health Clinic, Annapolis

6220.3	Sep 12, 2008	Protocol for Management of Chickenpox Cases at the United States Naval Academy	Naval Health Clinic, Annapolis
6240.10D	Jun 3, 2015	Body Alteration Policy and Procedures	Comdt
6240.6	Sep 11, 2008	Barber and Beauty Shop Sanitary Regulations	Naval Health Clinic, Annapolis
6240.8	Sep 11, 2008	Environmental Health/Sanitation Standards	Naval Health Clinic, Annapolis
6240.9	Jun 30, 1983	Oil Spill Contingency Plan	PWD
6260.2	Nov 20, 2008	Physical Examination and Medical Treatment of Civilian Employees	Naval Health Clinic, Annapolis
6530.1	Sep 11, 2008	Navy Blood Program	Naval Health Clinic, Annapolis

7000-7999

7000.4A	Aug 15, 2013	Guidelines on the Use of Gift Funds for Entertainment Expenses in the Furtherance of the United States Naval Academy Mission	Dep Finance
7010.3A	Mar 12, 2012	United States Naval Academy Nonappropriated Fund Policy	NABSD
7200.2A	Apr 15, 2010	Payment of Honoraria and Travel Expenses for Invited Non-Government Guests	Dep Finance



7200.3A	Jul 9, 2004	Miscellaneous Charges to Midshipmen Pay Accounts	Midn Disb Ofcr
7320.10	Aug 6, 2014	USNA Management of Personal Property	Comptroller
7420.10A	Aug 11, 2014	Policies and Procedures for Reporting Time and Attendance	Dep Finance
7820.3 CH-1	Aug 3, 1981	Reimbursable Program and Procedures	Comptroller

8000-8999

8020.2	Nov 4, 2003	Explosives Safety Self-Assessment	Safety
8023.1	Feb 1, 2000	Explosives Safety	Safety

11000-11999

11000.5	May 31, 2007	Execution of Construction Projects at the U.S. Naval Academy	PWD
11100.7B CH-1	Apr 28, 2014	Policy and Instructions Governing the Use of Naval Academy Facilities	Special Events
11101.13A	Jul 8, 2011	Assignment Policy for Key and Essential Personnel to Public-Private Venture Housing	COS
11170.1K	Aug 6, 2014	Naval Academy Cemetery and Columbarium	Memorial Affairs
11260.1A	Mar 10, 2015	Weight Handling Equipment Safety Program	Architect

12000-12999

12213.1	Mar 22, 2013	Excepted Service Hiring of Faculty	Dir, HRD
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		and Instructors	
12300.1	Apr 7, 2015	Policy for Hiring and Reappointing Distinguished Military Professors	LEAD
12330.1	Dec 15, 1982	Procedures for Requesting Paid Advertising for Civilian Personnel Procedures	Dir, HRD
12335.1A CH-1	May 26, 1983	Merit Staffing Policy and Procedures	Dir, HRD/EMP Div
12339.2	Feb 2, 1988	Medical Examinations for Civilian Employees	Dir, HRD/ER & SD
12351.1B	Apr 27, 1982	Reduction in Force; Policy and Procedures for	Dir, HRD/EMP Div
12410.4B CH-2	Aug 6, 1982	Upward Mobility Program and Procedures at the Naval Academy	Dir, HRD/ED
12410.7A	Nov 27, 1989	Civilian Employee Training, Education and Development	Dir, HRD/EDD
12430.4B	Aug 28, 1989	Performance Appraisal of Civilian Faculty Members	Ac Dean & Provost
12430.5	May 1, 1989	Performance Management Program	Dir, HRD
12451.4	Nov 6, 1995	Incentive Awards Program	Dir, HRD
12451.5	Dec 2, 1997	Naval Academy Excellence Awards Program	Dir, HRD
12510.8 CH-1	Aug 23, 1995	Delegation of Position Management and Position Classification Authority	Dir, HRD
12532.1	Oct 24, 1985	USNA Policy in Highest Previous Rate of Pay for Wage Grade Employees	Dir, HRD/ED

12550.3 CH-1	Feb 19, 1985	USNA Policy in the Use of Highest Previous Rate of Pay	Dir, HRD/ED
12550.4B	Jan 5, 2006	Civilian Faculty Pay System	Ac Dean & Provost
12552.6E	Nov 25, 1991	Environmental Differential Pay Assignments for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature	Dir, HRD
12594.3G	Oct 22, 2010	Uniform Allowance for Transportation Department Civilian Personnel	Dep Finance
12610.1C	May 19, 1983	Establishing Workweeks and Work Schedules for Civilian Employees	Dir, HRD
12610.4F	Jan 7, 2005	Modified Operations Policy	Dir, HRD
12630.7A	Sep 24, 2001	Voluntary Leave Transfer Program	Dir, MER
12711.1	May 28, 1985	Job Action Contingency Plan	Dir, HRD/ER & SD
12713.6A	May 1, 1979	Mentally Handicapped, Physically Handicapped, and Disabled Veterans: Employment and Placement of	Dir, HRO/EMP Div
12713.7A	Jan 8, 1990	Sexual Harassment Discrimination	Dir, HRD/EMP Div
12713.8A	Nov 17, 1988	Awards for Achievement in Equal Employment Opportunity	Dir, HRO/DEEOO
12715.2	Mar 23, 1995	Separation Clearance	Dir, HRD
12771.1B	Jun 25, 1998	Administrative Grievance System	Dir, HRD/ER & SD
12790.5D	Aug 13, 2008	Vending Machines	NABSD

12790.6B	Aug 31, 1990	Civilian Employee Assistance Program	Dir, HRD/TEDD
12792.1	Apr 9, 1991	United States Naval Academy Drug-Free Workplace Program	Dir, HRD
12810.1B	Sep 6, 1990	Employee Occupational Illness/Injury Compensation	Dir, HRD/C & BD
12831.1B	Apr 27, 2015	Privileges of Retired Civilian Professors	Ac Dean & Provost